U.S. Department of Transportation
Office of the Secretary of Transportation

ORDER

DOT 1700.16B

5-23-94

Subject: MANAGEMENT OF SPACE IN THE DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

1. PURPOSE. To establish uniform policy and procedures for acquisition, assignment, modification, utilization, and release of space in support of departmental headquarters operations.

2. CANCELLATION. DOT 1700.16A, Management of Space in Department of Transportation Buildings, dated 9-20-72.

3. DEFINITIONS.

   a. Space. Includes all areas of space, Government-owned or Government-leased, for office, storage, or other purposes to support the headquarters activities of the Office of the Secretary (OST), Operating Administrations (OAs), and the Bureau of Transportation Statistics (BTS).

   b. Primary Office Area. Administrative office space used for housing personnel to perform agency functions.

   c. Support Space. Administrative office space to meet mission needs in addition to the organization's requirement for housing personnel, such as space for files, reception areas, and conference rooms.

4. POLICY. It is the policy of the Department to utilize space in the most efficient manner possible in compliance with standards and regulations established by current Executive Orders and/or Federal Property Management Regulations.

5. RESPONSIBILITIES.

   a. Office of the Assistant Secretary for Administration (OST). The Office of the Assistant Secretary for Administration is responsible for the acquisition, allocation, release, and use of all space in Department of Transportation headquarters buildings and will submit to and coordinate with the General Services Administration headquarters space acquisition or release requests.

DISTRIBUTION: All Secretarial Offices
All Operating Administrations
Bureau of Transportation Statistics

OPI: Office of Administrative Services and Property Management

b. Operating Administrations, Secretarial Offices, and the BTS. The OAs, secretarial offices, and BTS will work with the Office of the Assistant Secretary for Administration to effectively:

(1) provide information regarding the proposed use of assigned space;

(2) provide personnel data consistent with authorized budget submission data and existing appropriations; including contractors, military personnel, and regional and field detailees;

(3) ensure efficient and economical space utilization which does not exceed the minimum amount required to perform the organizational mission; and

(4) report any space which is in excess of needs to the Chief, OST Real property Division, M-47.

6. ASSIGNMENT AND UTILIZATION OF PERMANENT SPACE. Permanent space shall be assigned by M-47. Overall office space utilization shall not exceed 125 square feet per person, the utilization rate for the primary office area for new space assignments as specified in the Federal Property Management Regulations. Support space shall not exceed 22 percent of the primary office area total. Space for special uses such as computer rooms and communication centers may be provided based upon as actual need determination by M-47.

7. REQUESTS FOR PERMANENT SPACE. Requests for permanent space will be submitted to M-47 in writing. The request will address the justification for the space, certify that funding is available, and provide other pertinent information in support of the request including the amount of space, number of people to be accommodated, delineated area or desired location of space, and timeframe.

8. REQUESTS FOR TEMPORARY SPACE. Requesting offices should not assume availability of temporary space without prior conformation from M-47.

a. Temporary Space in the Existing Headquarters Space Inventory. To request the use of temporary space in existing headquarters buildings, a written request must be submitted to M-47 indicating the purpose, staffing, and timeframe requirements. M-47 will assign temporary space on an availability basis.

b. Temporary Space in Commercial Establishments. To request temporary space for meetings, training, or conferences in commercial establishments such as hotels, a written request must be submitted to M-47 providing the date, requirements, and justification for the space at least 1 week before the space is needed. When the 1-week notice by memorandum is not possible or in emergency situations, approval may be requested by telephone.

9. ALTERATIONS. Requests from OST organizations for alterations to space shall be submitted in writing describing the work desired and justifying the need. Organizations with alteration funding authority shall submit requests on Procurement Request Form (DOT F 4200.1) and include the appropriation number to be charged for the job. These requests shall allow sufficient time for procurement and construction timeframes.

FOR THE SECRETARY OF TRANSPORTATION:

Paul Weiss
For the Assistant Secretary
for Administration